

# Setting Up Your Gradebook

**Did you BYOD?**

A close-up photograph of a person's hands writing on a piece of paper with a pen. The background is blurred, showing some bokeh lights. The image is partially covered by a yellow banner on the left and a yellow text box on the right.

## The “How” of Manual Trending

To manually trend, your gradebook will be set up in a “traditional” fashion:

- 1) Set your **Categories** as your **Standards**.
  - 2) Weight your standards (if applicable)
  - 3) Enter **Evidence** (formative or summative) as **Assignments** under the applicable standard
  - 4) **Trend** the evidence to assign a **Current Level of Mastery** score
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# Setting Up Your Standards (Categories)

1. Open the **Settings** tab in the grade book window and select **Categories**

The screenshot shows the 'Grade Book Setup' window. The left sidebar contains a list of navigation items: Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The 'Grade Book' item is selected. The main content area is titled 'Settings' and has a 'Save' button. It is divided into three sections: 'Grade Book Setup', 'Grade Book Tools', and 'Other'. The 'Grade Book Setup' section contains links for Assignment Defaults, Assignment Marks, **Categories** (circled in red), Assignment List, Filter Defaults, Grade Calc Options, Grading Scales, and Section Groups. The 'Grade Book Tools' section contains links for Assignment Copier, Category Copier, Multi-Post Grades, and Score Copier. The 'Other' section contains links for Help and Web Site Address. The 'Preferences' section at the bottom has checkboxes for Display Sparkline Graph, Pass/Fail Coloring for Grades, Pass/Fail Coloring for Scores, Mute Pass/Fail Coloring, and Save Alert, along with a dropdown for Assignments Per Page set to 100. On the right, there is a 'Students' table with columns for Student ID, Name, Percent, Grade, and Rpt Crd Comments. The 'Settings' tab in the top navigation bar is also circled in red.

Student ID	Name	Percent	Grade	Rpt Crd Comments
10	Adeley, Kaitlyn C			
10	Berg, Ethan T			
10	Bumpke, Faith A			
10	Crary, Mercedes A			
10	Decker, Quinn T			
10	Downs, Allecia T			
11	Felix Abitz, Jordan F			
10	Gray, Joseph J			
10	Hanson, Malcolm M			
10	Kaufman, Sylvian A			
09	Linden, Elizabeth M			
10	Maddaleni-Powers, ...			
10	Mueller, Tess L			
10	Quella, Chase G			

\*Be sure similar courses have similar category titles and weighting

# Setting Up Your Standards (Categories)

2. Create a category (standard) by clicking “Add”

The screenshot displays the 'Grade Book Setup' interface. On the left is a sidebar with navigation links: Instruction, Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The 'Grade Book' link is highlighted. The main area is titled 'Settings' and contains several sections: 'Grade Book Setup' (with links for Assignment Defaults, Assignment Marks, Categories, Assignment List, Filter Defaults, Grade Calc Options, Grading Scales, and Section Groups), 'Grade Book Tools' (with links for Assignment Copier, Category Copier, Multi-Post Grades, and Score Copier), 'Other' (with links for Help and Web Site Address), and 'Preferences' (with checkboxes for Display Sparkline Graph, Pass/Fail Coloring for Grades, Pass/Fail Coloring for Scores, Mute Pass/Fail Coloring, and Save Alert, plus a slider for Assignments Per Page set to 100). At the bottom, it shows 'Grade Book Last Updated' as 2019-08-14 15:21:00.0 and 'Preferences Last Modified'. On the right, the 'Category List' section shows a dropdown for 'Sections' with '01 SC1001-3 Physical Science-Chemistry' selected. Below this is a table with columns: Name, Weight, Sequence, Exclude From Calculation, and Drop Lowest (%). The table currently shows 'No Results'. At the bottom right of the interface, there is an 'Add' button circled in red, next to a 'Close' button.

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
No Results				

\*Be sure similar courses have similar category titles and weighting

# Setting Up Your Standards (Categories)

3. **Name** the category as your standard, **select** all of the sections this standard applies to, **weight** the standard if you want to, give it a **sequence** number, **save**.

Category Detail

Name  
Standard 1 - Critical Analysis of Content

Section	Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/> ASRJ ADV-27 Advisory		0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 03) SC5005-1 AP Chemistry			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 03) SC5006-1 AP Chemistry			<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 01) SC3001-1 Chemistry I	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 01) SC3001-4 Chemistry I	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 02) SC3001-2 Chemistry I	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 03) SC3001-5 Chemistry I	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 04) SC3001-6 Chemistry I	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 02) SC3002-2 Chemistry II			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 03) SC3002-1 Chemistry II			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 04) SC3002-3 Chemistry II			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 01) SC1001-3 Physical Scienc...	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>

Save Delete Close

\*Be sure similar courses have similar category titles and weighting

# Setting Up Your Standards (Categories)

4. Repeat steps 2 and 3 until categories have been created for each of your course standards, close the categories tab.

The screenshot displays the 'Settings' interface for a course. On the left is a sidebar with navigation options: Instruction, Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The 'Grade Book' option is highlighted. The main area is titled 'Settings' and contains several sections: 'Grade Book Setup' (with links for Assignment Defaults, Assignment Marks, Categories, Assignment List, Filter Defaults, Grade Calc Options, Grading Scales, and Section Groups), 'Grade Book Tools' (with links for Assignment Copier, Category Copier, Multi-Post Grades, and Score Copier), 'Other' (with links for Help and Web Site Address), and 'Preferences' (with checkboxes for Display Sparkline Graph, Pass/Fail Coloring for Grades, Pass/Fail Coloring for Scores, Mute Pass/Fail Coloring, and Save Alert, plus a slider for Assignments Per Page set to 100). On the right, the 'Category List' table is shown with a 'Sections' dropdown set to 'All'. The table has a 'Name' column and lists four categories: 'Standard 1 - Critical Analysis of Content', 'Standard 2 - Lab Skills', 'Standard 3 - Data Analysis and Numeracy', and 'Standard 4 - CER'. Each category has a weight of 10. At the bottom right, there are 'Add' and 'Close' buttons.

Name	Weight
Standard 1 - Critical Analysis of Content	10
Standard 2 - Lab Skills	10
Standard 3 - Data Analysis and Numeracy	10
Standard 4 - CER	10

\*Be sure similar courses have similar category titles and weighting

# Setting Up Your Standards (Categories)

5. Open the **Grade Calc Options** tab and find the **Semester Grade** grading task.

The screenshot displays the 'Grade Calculation' settings interface. On the left, a sidebar menu lists various options, with 'Grade Calc Options' highlighted and circled in red. The main panel shows a table of grading tasks. The table has columns for 'Term', 'Standard/Grading Task', 'Composite', 'Rollup', and 'Calculation'. The 'Semester Grade' task is circled in red in the table.

Term	Standard/Grading Task	Composite	Rollup	Calculation
T2	Midterm Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation Post-only - No Calculation
T2	12 Week Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation Post-only - No Calculation
T2	Semester Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
T2	Respectful	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
T2	Responsible	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
T2	Engaged	<input type="checkbox"/>	<input type="checkbox"/>	Type:

\*Be sure similar courses have similar category titles and weighting

# Setting Up Your Standards (Categories)

6. For the **Semester Grade**; select “**In Progress**” for the **Type**, “**HS SBG Scale**” for the **Grade Scale**, and check “**Weight Categories**” if necessary. Save

The screenshot displays the 'Grade Calculation' settings page. On the left, a sidebar lists various settings categories, with 'Grade Book' currently selected. The main content area shows a table of grading tasks. The 'Semester Grade' task is selected, and its configuration is shown on the right. Red boxes highlight the following settings: the 'Type' dropdown is set to 'In Progress Grade', the 'Grading Scale' dropdown is set to 'HS SBG Scale (4 pt)', the 'Weight Categories' checkbox is checked, and the 'Save' button is located at the bottom right of the settings panel.

Term	Standard/Grading Task	Composite	Rollup	Calculation
T2	Midterm Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation Post-only - No Calculation
T2	12 Week Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation Post-only - No Calculation
T2	Semester Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: In Progress Grade Grading Scale: HS SBG Scale (4 pt) Weight Categories: <input checked="" type="checkbox"/> Use Score's % Value: <input type="checkbox"/> Limit Assignments to Last: <input type="checkbox"/> Cumulative Grading Starting in: <input type="text"/>
T2	Respectful	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation

\*Be sure similar courses have similar category titles and weighting



# Setting Up Your Grading Scale

7. Repeat steps 5 and 6 for all **sections** of the course.

**Instruction**

T2 (01/25/20 - 06/05/20) Section **02) SC3002-2 Chemistry II (A)** Task Midterm Progress Grade

+ Add Sort Filter

### Settings

#### Grade Book Setup

- Assignment Defaults
- Assignment Marks
- Categories
- Assignment List
- Filter Defaults
- Grade Calc Options
- Grading Scales
- Section Groups

#### Grade Book Tools

- Assignment Copier
- Category Copier
- Multi-Post Grades
- Score Copier

#### Other

- Help
- Web Site Address

#### Preferences

- Display Sparkline Graph
- Pass/Fail Coloring for Grades ☐
- Pass/Fail Coloring for Scores ☐
- Mute Pass/Fail Coloring
- Save Alert ☐
- Assignments Per Page 100
- Grade Book Last Updated
- Preferences Last Modified

### Students

		Percent	Grade	Rpt Crd Comments
10	Billmann, Laura J			
10	Bresette, Lily F			
10	Cook, Abigail G (Ab...)			
11	Dennis, Mackinley L			
10	Fernan, Sean G			
10	Ferrell, Shelby E			
10	Fortune, Madeline ...			
10	Gabrielse, Alexande...			
10	Heckel, Sophia R (S...			
10	Knettle, Gavin Y			
10	McGinn, Kamaria K			
12	Murphy, Makayla			
10	O'Leary, Rylie M			
10	Rounds, Hannah E			

## Setting Up Your Pieces of Evidence (Assignments)

Each piece of evidence you want to use for mastery trending should be entered as a “traditional” assignment.

- Formative (Check-In, Exit Slip, Quiz)
- Summative (Project, Unit Test, Oral Exam)

Most assessments will likely hit multiple standards, each of which will need to be entered as a unique assignment.

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# Setting Up Your Pieces of Evidence (Assignments)

8. In the Grade Book window, select “Add”.

The screenshot shows the Grade Book interface. On the left is a dark sidebar with a menu. The main area at the top has filters for Term, Section, and Task. Below these are buttons for '+ Add', 'Sort', and 'Filter'. The '+ Add' button is circled in red. Below the buttons is a 'Save' button. The main table has columns for 'Students', 'Percent', 'Grade', and 'Rpt Crd Comments'. The 'Students' column lists names with a right-pointing arrow next to each. The 'Percent', 'Grade', and 'Rpt Crd Comments' columns are empty.

Students	Percent	Grade	Rpt Crd Comments
10 Arif, Nadia N			
10 Cook, Abigail G (Ab...			
11 Dennis, Mackinley L			
10 Ferrell, Shelby E			
10 Freeman, Mara K			
10 Gabrielse, Alexande...			
10 Gausmann, Analee R			
11 Hare, Timothy J (TJ)			
10 Hill, Leighla J			
10 Johnson, Hadley A			
10 Kopp, Sarah N			
10 Kreft, Ansel B			
10 Kregness, Elizabeth...			
11 Kullmann, Christoph...			

# Setting Up Your Pieces of Evidence (Assignments)

9. Give the new assignment a descriptive **Name** and **Abbreviation**.

Instruction ▾

Control Center

Grade Book

Attendance

Message Center

Roster

Roster Verification

Seating Charts

Student Groups

Class Serve

Post Grades

Assignment Overview

Lockers

Standardized Test

Term T1

+ Add

Settings

10 Arif

10 Cool

11 Deni

10 Fern

10 Free

10 Gab

10 Gau

11 Hare

10 Hill

10 Johr

10 Kopy

10 Kref

10 Kreg

11 Kullr

## Assignment Detail

\*Assignment Name  
Unit 1 & 2 Exam - Lab Skills, NOS, and Conversions

\*Abbreviation  
Exam1

Assignment Default  
▾ ⓘ

### ▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
✕ 01) SC3001-1 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019			No Groups
<div>Add/Remove</div>					

\*Category  
Standard 1 - Critical Ana ▾

Include in Grade Calculation  
☒

\*Standard/Grading Task

Scoring Type

✕ Select Standard/Grading Task ▾

Add

Delete

Copy

New Assignment

Score

Save

Close

# Setting Up Your Pieces of Evidence (Assignments)

10. Click the “Add/Remove” button.

The screenshot shows the 'Assignment Detail' page. On the left is a dark sidebar with a menu: Instruction, Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The 'Grade Book' item is highlighted. The main content area is titled 'Assignment Detail' and contains the following fields:

- \*Assignment Name:** Unit 1 & 2 Exam - Lab Skills, NOS, and Conversions
- \*Abbreviation:** Exam1
- Assignment Default:** A dropdown menu with an information icon.
- Scheduling/Grading Alignment:** A table with columns: Section, Portal, \*Assigned, \*Due, \*GB Seq, and Student Group.

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) SC3001-1 Chemistry I	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
- \*Category:** Standard 1 - Critical Ana
- Include in Grade Calculation:** ☒
- \*Standard/Grading Task:** A dropdown menu with the text 'Select Standard/Grading Task'.
- Scoring Type:** A field with the text 'Add'.

The 'Add/Remove' button, located below the 'Scheduling/Grading Alignment' table, is circled in red. At the bottom right of the page are buttons for Delete, Copy, New Assignment, Score, Save, and Close.

# Setting Up Your Pieces of Evidence (Assignments)

11. **Select** all the courses the assignment applies to by clicking the “Add” button next to each. Click “OK”.

The screenshot displays the 'Assignment Detail' and 'Section Selector' interface. On the left, a sidebar contains navigation links: Instruction, Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The 'Grade Book' link is highlighted. The main area is titled 'Assignment Detail' and includes fields for 'Assignment Name' (Unit 1 & 2 Exam - Lab Skills, NOS, and Conversions), 'Abbreviation' (Exam1), 'Assignment Default', 'Scheduling/Grading Alignment', 'Section' (01) SC3001-1 Chemistry I, 'Category' (Standard 1 - Critical Ana), 'Include in Grade Calculation' (checked), 'Standard/Grading Task' (Select Standard/Grading Task), and 'Add' buttons. The 'Section Selector' panel on the right shows a filter for Term (All), Course (All), and Period (All). It lists sections for selection, including 04) SC1001-4 Physical Science-Chemistry, 02) SC3001-2 Chemistry I, 01) SC3001-4 Chemistry I, 03) SC3001-5 Chemistry I, 04) SC3001-6 Chemistry I, and 03) SC3002-1 Chemistry II. Each section has an 'Add' button. The 'Section List' on the right shows 01) SC3001-1 Chemistry I with a 'Remove' button. At the bottom right, there are 'Add All', 'Remove All', 'OK', and 'Cancel' buttons. The 'Add' buttons for the sections in the 'Section Selector' are circled in red.

**Assignment Detail**

Term: T  
+ Add

\*Assignment Name  
Unit 1 & 2 Exam - Lab Skills, NOS, and Conversions

\*Abbreviation  
Exam1

Assignment Default

Scheduling/Grading Alignment

Section

01) SC3001-1 Chemistry I  
Terms: T1

Add/Remove

\*Category  
Standard 1 - Critical Ana

Include in Grade Calculation  
☒

\*Standard/Grading Task  
Select Standard/Grading Task

Add

**Section Selector**

Filter: Term: All Course: All Period: All

Select Sections

04) SC1001-4 Physical Science-Chemistry Terms: T2	Add
02) SC3001-2 Chemistry I Terms: T1	Add
01) SC3001-4 Chemistry I Terms: T1	Add
03) SC3001-5 Chemistry I Terms: T1	Add
04) SC3001-6 Chemistry I Terms: T1	Add
03) SC3002-1 Chemistry II Terms: T2	Add

Add All

Section List

01) SC3001-1 Chemistry I Terms: T1	Remove
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Remove All

OK Cancel

# Setting Up Your Pieces of Evidence (Assignments)

12. Select an “**Assigned**” and “**Due**” date to the assignment. Make sure this is accurate as the pieces of evidence need to be chronological in the grade book, to facilitate trending. Select the first “**Category**” (Standard) the assignment assessed.

**Assignment Detail**

\*Assignment Name  
Unit 1 & 2 Exam - Lab Skills, NOS, and Conversions

\*Abbreviation  
Exam1

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) SC3001-1 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
02) SC3001-2 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
01) SC3001-4 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
03) SC3001-5 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
04) SC3001-6 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups

Add/Remove

\*Category  
Standard 1 - Critical Ana

Include in Grade Calculation  
☒

\*Standard/Grading Task

Scoring Type

Delete Copy New Assignment Score Save Close

# Setting Up Your Pieces of Evidence (Assignments)

13. Select “Semester Grade” from the **Standard/Grading Task** and “Points” from the **Scoring Type** drop-downs. Set the **Total Points** to “4” and **Multiplier** to “0”.

The screenshot displays the 'Assignment Detail' form in a software interface. On the left is a sidebar with navigation options: Instruction, Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The main area is titled 'Assignment Detail' and contains a 'Scheduling/Grading Alignment' table. Below the table are fields for '\*Category' (Standard 1 - Critical Ana), 'Include in Grade Calculation' (checked), and a section for '\*Standard/Grading Task' where 'Semester Grade' is selected. To the right of this section are fields for '\*Scoring Type' (Points), '\*Total Points' (4), and '\*Multiplier' (0). The multiplier field has a red note below it: 'Multiplier set to zero'. At the bottom right are buttons for Delete, Copy, New Assignment, Score, Save, and Close.

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) SC3001-1 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
02) SC3001-2 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
01) SC3001-4 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
03) SC3001-5 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
04) SC3001-6 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups

\*Category: Standard 1 - Critical Ana

Include in Grade Calculation: ☒

\*Standard/Grading Task: Semester Grade

\*Scoring Type: Points

\*Total Points: 4

\*Multiplier: 0

Multiplier set to zero

Buttons: Delete, Copy, New Assignment, Score, Save, Close



# Setting Up Your Pieces of Evidence (Assignments)

14. Click “**Save**”. If multiple standards were assessed on the assignment, click “**Copy**” and update the **Title** (delete “copy of”) and **Category** (select the next standard). Click “**Save**” and **repeat** for subsequent standards.

**Assignment Detail**

Assignment Name: Copy of Unit 1 & 2 Exam - Lab Skills, NOS, and Con

\*Abbreviation: Exam1

Assignment Default: [Dropdown]

**Scheduling/Grading Alignment**

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) SC3001-1 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
02) SC3001-2 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
01) SC3001-4 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
03) SC3001-5 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups
04) SC3001-6 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	09/20/2019	09/20/2019	1.00	No Groups

Add/Remove

\*Category: Standard 1 - Critical Ana

Include in Grade Calculation: ☒

\*Standard/Grading Task

Scoring Type: [Dropdown]

\*Total Points: [Input]

\*Multiplier: [Input]

Buttons: Delete, Copy, New Assignment, Score, Save, Close

# Setting Up Your Current Level of Mastery

15. Repeat steps 8–14 with the following changes: **Title** and **Abbreviation** should reflect “Current Level of Mastery”, the **Assigned** and **Due** dates should be set for the last day of the grading period, and change the **Multiplier** to “1”.

**Assignment Detail**

\*Assignment Name  
Current Level of Mastery - Standard 1

\*Abbreviation  
CLM 1

Assignment Default

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) SC3001-1 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
02) SC3001-2 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
01) SC3001-4 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
03) SC3001-5 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
04) SC3001-6 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups

Add/Remove

\*Category  
Standard 1 - Critical Ana

Include in Grade Calculation  
☒

\*Standard/Grading Task

Scoring Type

\*Total Points

\*Multiplier

Semester Grade

Points

4

1

Delete Copy New Assignment Score Save Close

# Setting Up Your Current Level of Mastery

16. **Save** the Current Level of Mastery assignment and make **Copies** for each standard by updating the **Title** (delete “copy of”), **Abbreviation**, and **Category** (select the next standard).

**Assignment Detail**

\*Assignment Name  
Current Level of Mastery - Standard 2

\*Abbreviation  
CLM 2

Assignment Default

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) SC3001-1 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
02) SC3001-2 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
01) SC3001-4 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
03) SC3001-5 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups
04) SC3001-6 Chemistry I Terms: T1	<input checked="" type="checkbox"/>	01/24/2020	01/24/2020	1.00	No Groups

Add/Remove

\*Category  
Standard 2 - Lab Skills

Include in Grade Calculation  
☒

\*Standard/Grading Task

Scoring Type

\*Total Points

\*Multiplier

Semester Grade

Points

4

1

Delete Copy New Assignment Score Save Close

# Entering Scores and Trending

17. From the Grade Book window, click on **Sort**.

The screenshot shows the Grade Book interface. At the top, there are filters for Term (T1 09/03/19 - 01/24/20), Section (01 SC3001-1 Chemistry I (A)), and Task (Semester Grade). Below these are buttons for '+ Add', 'Sort' (highlighted with a red circle), and 'Filter'. The left sidebar contains a navigation menu with options like Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The main area is divided into 'Settings' (Grade Book Setup, Grade Book Tools, Other, Preferences) and 'Students' (a list of student names). The 'Students' list includes names like Arif, Nadia N; Cook, Abigail G; Dennis, Mackinley L; Ferrell, Shelby E; Freeman, Mara K; Gabrielse, Alexande...; Gausmann, Analee R; Hare, Timothy J (TJ); Hill, Leighla J; Johnson, Hadley A; Kopp, Sarah N; Kreft, Ansel B; Kregness, Elizabeth...; and Kullmann, Christoph... Each student name has a right-pointing arrow next to it. To the right of the student list is a table with columns for various assessments: Exam1, CLM 1, Exam1, CLM 2, Exam1, CLM 3, and Exam1. Each column header includes sequence, due date, and points information. The table rows correspond to the students listed, with most cells currently empty.

Term: T1 (09/03/19 - 01/24/20) Section: 01 SC3001-1 Chemistry I (A) Task: Semester Grade

+ Add **Sort** Filter

**Settings**

**Grade Book Setup**

- Assignment Defaults
- Assignment Marks
- Categories
- Assignment List
- Filter Defaults
- Grade Calc Options
- Grading Scales
- Section Groups

**Grade Book Tools**

- Assignment Copier
- Category Copier
- Multi-Post Grades
- Score Copier

**Other**

- Help
- Web Site Address

**Preferences**

- Display Sparkline Graph
- Pass/Fail Coloring for Grades ☐
- Pass/Fail Coloring for Scores ☐
- Mute Pass/Fail Coloring
- Save Alert ☐
- Assignments Per Page: 100

Grade Book Last Updated: 2019-08-14 15:21:00.0

Preferences Last Modified:

**Students**

Student	Exam1	CLM 1	Exam1	CLM 2	Exam1	CLM 3	Exam1
10 Arif, Nadia N	Seq: 1.00 Due: 09/20 Standard 1 - C Points: 4	Seq: 1.00 Due: 01/24 Standard 1 - C Points: 4	Seq: 1.00 Due: 09/20 Standard 2 - L Points: 4	Seq: 1.00 Due: 01/24 Standard 2 - L Points: 4	Seq: 1.00 Due: 09/20 Standard 3 - D Points: 4	Seq: 1.00 Due: 01/24 Standard 3 - D Points: 4	Seq: 1.00 Due: 09/20 Standard 4 - C Points: 4
10 Cook, Abigail G (Ab...							
11 Dennis, Mackinley L							
10 Ferrell, Shelby E							
10 Freeman, Mara K							
10 Gabrielse, Alexande...							
10 Gausmann, Analee R							
11 Hare, Timothy J (TJ)							
10 Hill, Leighla J							
10 Johnson, Hadley A							
10 Kopp, Sarah N							
10 Kreft, Ansel B							
10 Kregness, Elizabeth...							
11 Kullmann, Christoph...							

# Entering Scores and Trending

18. Under **Sort By** column, select “Category” and click **Close**.

The screenshot displays the 'Grade Book Setup' interface. On the left is a sidebar with navigation links: Control Center, Grade Book, Attendance, Message Center, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The main area is titled 'Settings' and contains sections for 'Grade Book Setup' (Assignment Defaults, Assignment Marks, Categories, Assignment List, Filter Defaults, Grade Calc Options, Grading Scales, Section Groups), 'Grade Book Tools' (Assignment Copier, Category Copier, Multi-Post Grades, Score Copier), 'Other' (Help, Web Site Address), and 'Preferences' (Display Sparkline Graph, Pass/Fail Coloring for Grades, Pass/Fail Coloring for Scores, Mute Pass/Fail Coloring, Save Alert, Assignments Per Page). A 'Students' list is visible on the right, showing names like Arif, Nadia N and Cook, Abigail G. A 'Sort Options' panel is open on the right, showing 'Assignments' sorted by 'Category' (selected) in 'Ascending' order. A 'Close' button is at the bottom right.

Term: T1 (09/03/19 - 01/24/20) Section: 01) SC3001-1 Chemistry I (A) Task: Sem

+ Add Sort Filter

Settings

Save

Students

10 Arif, Nadia N

10 Cook, Abigail G (Ab...)

11 Dennis, Mackinley L

10 Ferrell, Shelby E

10 Freeman, Mara K

10 Gabrielse, Alexande...

10 Gausmann, Analee R

11 Hare, Timothy J (TJ)

10 Hill, Leighla J

10 Johnson, Hadley A

10 Kopp, Sarah N

10 Kreft, Ansel B

10 Kregness, Elizabeth...

11 Kullmann, Christoph...

Sort Options

Assignments

Sort By

☒ Category

☐ Sequence

☐ Due Date

Sort Order

☒ Ascending

☐ Descending

Close

# Entering Scores and Trending

Your grade book should now...

- Have standards set as categories.
- Assignments sorted by category and listed in chronological order, all weighted to zero.
- A current level of mastery at the end of each category, weighted to 1.

Settings	Save		Grade Totals	Exam1	CLM 1	Exam1	CLM 2	Exam1	CLM 3	Exam1
	Students			Seq: 1.00 Due: 09/20 Standard 1 - C Points: 4	Seq: 1.00 Due: 01/24 Standard 1 - C Points: 4	Seq: 1.00 Due: 09/20 Standard 2 - L Points: 4	Seq: 1.00 Due: 01/24 Standard 2 - L Points: 4	Seq: 1.00 Due: 09/20 Standard 3 - D Points: 4	Seq: 1.00 Due: 01/24 Standard 3 - D Points: 4	Seq: 1.00 Due: 09/20 Standard 4 - C Points: 4
10	Arif, Nadia N									
10	Cook, Abigail G (Ab...									
11	Dennis, Mackinley L									
10	Ferrell, Shelby E									

# Entering Scores and Trending




Once scores are entered, manually update the current level of mastery by analyzing the chronological evidence for trends.

Settings	Save		Grade Totals	Exam1	Exam2	CLM 1	Exam1	Exam2	CLM 2	Exam1
	Students			Seq: 1.00 Due: 09/20 Standard 1 - C Points: 4	Seq: 1.00 Due: 10/11 Standard 1 - C Points: 4	Seq: 1.00 Due: 01/24 Standard 1 - C Points: 4	Seq: 1.00 Due: 09/20 Standard 2 - L Points: 4	Seq: 1.00 Due: 10/11 Standard 2 - L Points: 4	Seq: 1.00 Due: 01/24 Standard 2 - L Points: 4	Seq: 1.00 Due: 09/20 Standard 3 - D Points: 4
10	Arif, Nadia N		2	3		1	1		3	
10	Cook, Abigail G (Ab...		2	2		3	3		3	
11	Dennis, Mackinley L		3	2		2	3		2	

Settings	Save		Grade Totals	Exam1	Exam2	CLM 1	Exam1	Exam2	CLM 2	Exam1
	Students			Seq: 1.00 Due: 09/20 Standard 1 - C Points: 4	Seq: 1.00 Due: 10/11 Standard 1 - C Points: 4	Seq: 1.00 Due: 01/24 Standard 1 - C Points: 4	Seq: 1.00 Due: 09/20 Standard 2 - L Points: 4	Seq: 1.00 Due: 10/11 Standard 2 - L Points: 4	Seq: 1.00 Due: 01/24 Standard 2 - L Points: 4	Seq: 1.00 Due: 09/20 Standard 3 - D Points: 4
10	Arif, Nadia N		2	3	3	1	1	1	3	
10	Cook, Abigail G (Ab...		2	2	2	3	3	3	3	
11	Dennis, Mackinley L		3	2	2	2	3	3	2	

# Grade Determination

Since only the current level of mastery scores are weighted to 1, they are all that contribute to the students' in-progress grade.

Settings	Save		Grade Totals	In Progress			Categories			
	Students ▲			Possible ▴	Percent ▴	Grade	Standard 1 - Critica... ▴	Standard 2 - Lab Ski... ▴	Standard 3 - Data An... ▴	Standard 4 - CER ▴
10	Arif, Nadia N		▶	16	56.25 %	C	75.00 %	50.00 %	25.00 %	75.00 %
10	Cook, Abigail G (Ab...		▶	16	56.25 %	C	75.00 %	50.00 %	75.00 %	25.00 %
11	Dennis, Mackinley L		▶	16	56.25 %	C	50.00 %	25.00 %	75.00 %	75.00 %



# Questions?

